

Central Intelligence Agency



Washington, D. C. 20505

85-4337

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FILE: 12-3

The Honorable William E. Brock
The Secretary of Labor
Washington, D. C. 20210

Dear Mr. Secretary:

Transmitted herewith is the Central Intelligence Agency's Annual Occupational Safety and Health Report for Fiscal Year 1985. The report was prepared in consonance with Title 29, Code of Federal Regulations, Part 1960 and the guidelines provided in Chapter VI, Recordkeeping and Reporting Guidelines for Federal Agencies.

Providing safe and healthful working environments for employees of the Central Intelligence Agency is one of my primary concerns and efforts are continuing toward strengthening the Occupational Safety and Health Program. An additional fire protection engineer was employed during the year and the Safety budget was increased considerably to provide for additional surveys and for the immediate implementation of recommendations concerning fire, safety, and health activities. A safety professional is now assigned full time in each of two major CIA components.

Major shortfalls continue to be the requirements in Title 29, Code of Federal Regulations, Part 1960 for an annual survey of each facility and the safety and health training of each employee. These areas are being specifically addressed and are expected to be strengthened considerably during FY 1986 as we are recruiting additional personnel for the Occupational Safety and Health Program.

Further, the ten safety and health professionals (safety management officers, safety specialists, fire protection engineers, industrial hygienists, health physicist) are now trained to conduct the full range of surveys and are also

The Honorable William E. Brock

participating in our safety and health training program. The necessary test equipment to conduct noise and illumination surveys has been procured for Regional Medical Officers overseas who will now be trained to conduct these surveys.

Our safety and health activities have been intensified and I am pleased to note from the report that lost time injuries/illness decreased from 158 in FY 1984 to 153 in FY 1985, and leave costs due to these incidents decreased from \$165,098.75 to \$149,867.01. However, I am sorry that three employees were killed as the result of an airplane crash.

Please be assured that our efforts will continue toward providing our employees with a safety and health program that is in full compliance with the Occupational Safety and Health Act, Executive Order 12196, and Title 29, Code of Federal Regulations, Part 1960.

Sincerely,

/s/ Harry E. Fitzwater

Harry E. Fitzwater
Deputy Director
for
Administration

Enclosure

SUBJECT: Annual Occupational Safety and
Health Report

SD/OMS: (19 December 1985)

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Distribution:

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AGENCY ANNUAL REPORT
Occupational Safety and Health Program

Fiscal Year 1985

Name of Agency Central Intelligence Agency

Name of Component _____

Address Washington, D.C. 20505

Number of employees
covered by this
report

Covers the entire Central Intelligence
Agency. The number of employees is
classified.

Name of individual
responsible for the
occupational safety
and health program
of the agency

Harry E. Fitzwater

Telephone number of this individual

STAT

Title of this individual Deputy Director for Administration

1. Injury/Illness Data

a. The occupational injury/illness statistical data in this report is based on reports submitted to the Safety Division, Office of Medical Services. The Central Intelligence Agency has an internal accident/injury reporting form and regulations requiring that the form be completed and forwarded to the Safety Division for each occupational injury and illness. However, to ensure each incident is recorded, the Safety Division also receives a copy of each CA-1 form (Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) and CA-2 (Federal Employees Notice of Occupational Disease and Claim for Compensation) and a report from the Office of Medical Services covering each employee treated for an occupational injury. Statistical data is not compiled until thirty days after the end of the fiscal year to allow for receipt of reports from the field. Attachment 1 reflects the occupational fatalities, lost time injuries/illnesses, and leave costs during FY 1984 and FY 1985.

b. In 1961 an agreement was reached between the Department of Labor and the Central Intelligence Agency that, for reasons of security, no billing will be made for compensation cost involving cases originating in the Central Intelligence Agency. The reasons for that agreement are equally valid today. However, leave costs of occupational injuries and illnesses are computed by the Safety Division and are compared for FY 1984 and FY 1985 on Attachment 1.

c. Analyses of the lost workday occupational injuries and illnesses incurred by CIA employees during FY 1984 and FY 1985 reveal that the major causes of the injuries are slips and falls. Attachment 2 reflects the types and numbers of lost workday occupational injuries and illnesses incurred during FY 1984 and FY 1985. There is a decrease of the injuries from 158 to 153. Sixty-two of the injuries were the result of slips and falls. Special emphasis is continually placed upon correcting and preventing causes of these injuries through inspections and contacts with appropriate officials concerning basic procedures for caring for noncarpeted surfaces as well as overall conditions of walking areas, both inside and outside of buildings.

2. Accomplishments of Plans, Goals, Objectives and New Initiatives Toward Implementation of the Safety and Health Program

a. Special emphasis, as reflected in sub-paragraphs (1) through (9), was given to the plans, goals and objectives listed in the FY 1984 report. Additional initiatives to improve safety, health, and working environments of CIA employees are reflected in paragraphs b through k.

(1) An additional fire protection engineer was employed and assigned to the Fire Protection Branch, Safety Division, which now has three fire protection engineers.

(2) Equipment was purchased to enable Regional Medical Officers overseas to conduct illumination and noise surveys which will be initiated in FY 1986.

(3) Safety Division professionals conducted 51 (compared to 42 in FY 1984) comprehensive safety and health surveys of Agency facilities worldwide in addition to 215 special inspections. Ten employees of a major component devoted 50 percent of their time to safety surveys and related safety and health matters. cursory safety inspections were conducted by security officers during their security surveys. Also, fire inspectors at two major facilities conducted monthly inspections.

(4) The Safety Enhancement Program, initiated in 1983, was continued at an accelerated pace. One thousand, nine hundred and sixty three (1,963) units of safety and health equipment, such as emergency escape devices, fire extinguishers, first aid kits, and personal protective equipment were provided to CIA facilities.

(5) A major component established a safety officer rotational position which was filled with a senior safety professional. This individual is responsible for the safety and health program for the component. The program was improved considerably through the assignment, and initial accomplishments include:

(a) Conducted safety and health surveys of 13 facilities and 38 residences of CIA employees overseas.

(b) Utilized a budget of \$107,312. to provide over 1000 items to improve safety of employees.

(c) In coordination with the Fire Protection Engineer, Safety Division designed a general halon fire suppression system for installation in domestic and overseas facilities.

(d) Established a program whereby all outgoing PCS personnel are briefed regarding safety equipment for new residences.

(e) Established an emergency evacuation program and provided 10 hours of training to 50 employees in the program.

(f) Developed an 8-hour training program in use of emergency escape devices for security personnel who in turn will instruct employees at facilities they visit.

(g) Portable smoke detectors/emergency lights and intrusion alarms are provided on loan to each employee in a TDY status overseas.

(6) The asbestos identification and abatement program was accelerated in view of the potential health risks:

(a) A presentation covering activities of the Asbestos Program was made to members of the CIA Occupational Safety and Health Committee.

(b) Remington Rand safes containing asbestos strips in the drawer heads were inspected periodically and are being replaced.

(c) Ten maintenance personnel were trained in minor asbestos repair/removal.

(d) Initiated an asbestos identification survey of the CIA Headquarters building.

(e) There were 143 samples (104 bulk and 39 air) analysed for asbestos. Forty of the bulk samples were positive, however, the air monitoring demonstrated that employee exposures were in conformance with OSHA standards.

(7) The mammography program was established based on current medical guidelines and appointment for examinations are filled through April 1986.

(8) A Fire Protection Engineering Manual providing criteria for building construction, fire protection, and special fire protection systems was prepared.

(9) A Radiation Safety Program was established in accordance with published CIA Headquarters and Field Regulations.

b. Safety training of all categories of employees continued at an accelerated pace. Seven 5-day Basic Safety and Health Courses were conducted in addition to 43 shorter courses. Professionals of the Safety Division received 873 hours of training.

c. The personal safety and self defense course initially presented to personnel and their dependents destined for overseas assignments has been extended to personnel already on assignments overseas.

d. Maintained close coordination with officials of the Environmental Protection Agency and the Virginia Air Pollution Control Board regarding procedures for disposal of hazardous wastes and materials as well as disposal of trash via incinerator and Somat systems.

e. The effectiveness of the Agency's Safety and Health Program was evaluated through preparation of several reports. A comprehensive Annual Accident Analysis Report was prepared for the Director of Central Intelligence and members of the CIA Safety and Health Committee. The Deputy Director for Administration, who is the CIA's designated Safety and Health Official, reviewed and signed the annual comprehensive report to the Secretary of Labor. Comprehensive reports covering the safety programs of eight major components were submitted to the Safety Division.

f. Agency regulations hold managers, supervisors, and employees accountable for the safety and health conditions and practices within their areas. They also establish procedures for employees to register complaints.

g. Safety and health literature and Employee Bulletins were published throughout the year expressing the CIA's interest in the safety and health of its employees as well as encouraging their participation in various aspects of the Occupational Safety and Health Program.

(1) 36,400 pieces of safety and health literature were distributed to employees. This was accomplished through holders attached to bulletin boards in buildings occupied by CIA employees.

(2) Highly qualified guest speakers were scheduled for presentations to CIA employees covering "Stress Management", "Osteoporosis", "Causes of Back Pain", "Allergies and You", and "Dealing with Anger."

(3) An Office of Medical Services newsletter covering several safety and health subjects was published quarterly.

(4) Employee bulletins were published covering the mammography screen program, drug abuse program, and influenza immunization.

(5) A "Stop Smoking" clinic lasting for four days was provided for interested CIA employees.

(6) Employees' safety on the job was encouraged through publication of employee bulletins covering emergency evacuation, asbestos, construction area, use of Walkman-type radios, and Christmas decorations.

h. The following activities of ongoing programs reflect considerable accomplishments toward improving the occupational health of CIA employees.

(1) Provided dispensary services for sizable numbers of employees on a daily basis by occupational health nurses and staff physicians. This support included responding to life threatening emergencies whenever it was necessary.

(2) Ongoing consultative evaluations and referrals in mental health were provided by a staff psychiatrist to improve employee morale and productivity.

(3) Continued assistance was provided in Video Display Terminal (VDT) design and implementation, as well as evaluation of existing VDT stations and provision of recommendations for ways of improvement.

(4) Emphasized the Alcohol Awareness Program through 41 Awareness presentations to employees and dependents and nine supervisory orientation sessions for management personnel.

(5) Presented special training in the following areas:

(a) First aid for 520 individuals

(b) Cardiopulmonary certification for 765 individuals.

(c) OMS staff members appeared as speakers in 324 Agency courses, discussing a broad range of health topics.

(d) OMS staff members attended a broad spectrum of internal and external continuing medical education and management courses to improve their skills to enable the provision of enhanced medical support to the Agency and its employees.

(6) Continued to assist in the cafeteria inspections and the follow-up monitoring to ensure that deficiencies are corrected.

(7) Enhanced the physical fitness program with the installation of new Nautulis equipment and by placing the program under the direct supervision of an exercise physiologist. This facility is actively utilized by employees on a daily basis.

(8) Continued the mandatory Physical Evaluation Program with a large number of employees participating. Increasing numbers of employees also participated in the voluntary Physical Evaluation Program and the Annual Executive Health Program. An overwhelming majority of Agency personnel receive examinations every two years through one of these preventive medicine oriented programs.

(9) The Consultative Services Program was continued. This provided employees an opportunity to discuss particular problems with OMS professional personnel at times other than during scheduled evaluations.

(10) The Hypertension Clinic monitored blood pressures for employees each month.

(11) The Influenza Program continued on an annual basis. Flu shots were given during FY 1985 for all employees who responded to the Employee Bulletin offering the shots.

(12) Medical Clippings newsletter continued to be prepared by the nurses on a monthly basis. These and health pamphlets on timely health problems were placed in readily available display boxes in the Office of Medical Services so that copies were available to any employee visiting OMS.

(13) Nurses were actively involved in the Occupational Health Nurses Associations. Two nurses passed the Board exams and attained certification in Occupational Health Nursing.

(14) Routine tuberculin and G6PD testing continued as part of all physical evaluations.

(15) In-house screening of employees returning from certain areas for Schistosomiasis continued in coordination with the Department of State. All returning dependents were screened for previous Hepatitis A or B infection.

(16) A full range of immunizations and malarial prophylaxis continued to be provided to employees and dependents, to eliminate or minimize their risks of contracting specific infections in areas of increased risks.

(17) Allergy clinics provided desensitization shots on a recurrent continuing basis for employees. This minimized the time they needed to be away from their jobs to obtain the shots privately and should have assisted in lessening their allergy symptoms and use of sick leave secondary to allergic illness.

(18) A series of seven health education presentations by guest speakers were provided for employees on health topics of current interest.

i. As part of its ongoing safety and health program, a major facility made the following accomplishments:

(1) Established direct radio link between the base ambulance and local hospital.

(2) Purchased the hydraulic tool "Jaws of Life" for removing people from wrecked vehicles.

(3) Installed fire extinguishers in each residence.

(4) Purchased paging system for medical personnel.

(5) Provided RBC cholinesterase tests and pulmonary function testing to all pesticide workers to ensure their continued good health.

(6) Screened food handlers periodically for hepatitis.

(7) Fire Inspector conducted five two-hour fire prevention seminars dealing with home and work environments.

j. Accomplishments within the Office of Logistics, which also has a Safety and Health Committee, to protect its employees from occupational injuries and illnesses include:

(1) Installed additional exhaust ceiling fans in a major depot.

(2) Issued safety shoes to appropriate employees, and supervisors insure shoes are worn. Shoes are fitted on the job through periodic visit of commercial shoe truck.

(3) Conducted weekly inspection of its warehouse, including shop tools.

(4) Conducted eight forklift training courses.

(5) Repaved outside of a warehouse area to reduce falling hazards.

(6) Replaced all standard type electrical extension cords with extension cords that have circuit breakers.

(7) Procured video tape on handling and storage of hazardous chemicals which was shown periodically to appropriate employees.

(8) Made major improvements in the lighting of work areas in a warehouse.

k. Reviewed specifications and plans for renovations and new construction, to ensure compliance with applicable fire and life safety codes

3. Occupational Safety and Health Plans, Goals, Objectives and Significant Initiatives for FY 1986

a. Increase the professional staff of the Safety Division.

b. Continue the emphasis on comprehensive safety and health surveys of CIA facilities worldwide.

c. Maintain the Safety Enhancement Program which was initiated in 1983. This program involves providing safety equipment as needed in CIA facilities worldwide.

d. A major component has scheduled many activities to improve its safety and health program, i.e. refresher training for forklift operators, replace two machines that

reduce dust in work areas, update the safety training of supervisors, training and re-certification of employees in CPR, present course in hazardous material handling, instruct facility for storage of hazardous material.

e. Continue the asbestos identification and removal program. This program includes the inspection of areas suspected of containing asbestos, sampling of suspect material, and removal by a certified contractor where considered necessary.

f. Initiate a chemical hazards Communication Program and compile a data base of material safety data sheets for chemicals used by the Agency.

g. Continue the Polychlorinated Biophenyls (PCB) electrical transformer inspection program with plans for removal of the transformers by CY 1990.

h. Increase the number of safety and health training courses and briefings available to CIA employees.

i. Develop and establish a computer file of sick leave reports by existing and additional characteristics which can be used as a module in the Office of Medical Services computer assisted medical processing system data base for statistical and analytical purposes.

4. Comments for Consideration by OSHA's Office of Federal Agency Programs

The U.S. Department of Labor currently provides the Safety Division a copy of the NEWS, published by the Office of Information, and special notices by memorandum from the Office of Federal Agency Programs. These are supplemented by a subscription to the Job Safety and Health Report and the Bureau of National Affairs. These publications are very useful to our safety and health professionals.

ATTACHMENT 1

OCCUPATIONAL INJURIES/ILLNESSES

FATALITIES

Years	0	1	2	3	4	TOTALS
FY 1984	1					1
FY 1985	3					3

LOST TIME INJURIES/ILLNESSES

Years	1	20	40	60	80	100	120	140	160	TOTALS
FY 1984	158									158
FY 1985	153									153

LEAVE COSTS

YEARS	THOUSANDS OF DOLLARS								TOTALS
	0	20	40	60	80	100	120	180	
FY 1984	165,098.75								\$165,098.75
FY 1985	149,867.01								\$149,867.01

ATTACHMENT 2

OCCUPATIONAL INJURIES AND ILLNESSES

LOST WORKDAY CASES

CAUSE	FY 1984	FY 1985
Aircraft		
Watercraft		
Motor Vehicle (collision)	12	6
Motor Vehicle (noncollision)	1	
Office - Involving:		
Safes & vaults	1	1
Falling Supplies and Equipment	2	6
Handling Supplies		5
Handling Equipment	5	7
Striking Against Equipment	7	4
Miscellaneous	2	1
Fire		
Electrical		
Dust, Gas, Chemical		1
Slips & Falls:		
Stairways, Steps	3	10
Sidewalks, Walkways, Curbs	12	13
Floors, Hallways	23	23
Roads, Parking Lots	9	9
Ladders, Stools, Equipment	15	7
Miscellaneous	1	
Lifting	21	15
Falling & Flying Objects	8	6
Hand Tools		1
Machinery	2	1
Striking Against Material & Equipment (nonoffice)	5	
Handling Material & Equipment (nonoffice)	13	10
Ordnance		1
Training	5	7
Occupational Diseases:		
Gastro-intestinal	3	1
Hepatitis		3
Malaria	1	
Tuberculosis	1	
Miscellaneous	3	9
Miscellaneous	3	6
TOTALS	158	153

Recordkeeping and Reporting Guidelines for Federal Agencies



Under the Williams-Steiger
Occupational Safety and Health Act of 1970

U.S. Department of Labor
Occupational Safety and Health Administration

Revised 1985
OSHA 2014

VI. Agency Annual Report (1960.74)

By January 1st of each year, agencies shall submit to the Secretary of Labor a report describing the previous fiscal year's occupational safety and health program. The report provides an executive summary of the status of the agency's occupational safety and health program, problems encountered and plans and programs for improving the program. Guidelines for the report are provided in Appendix B.

Appendix B

Guidelines for Agency's Annual Occupational Safety and Health Report to the Secretary of Labor

Fiscal Year: _____

Name of Agency (Department): _____

Name of Component: _____

Address: _____

Number of employees covered by this report: _____

Name of individual responsible for the occupational safety and health program of the agency or component covered by this report: _____

Title: _____ Telephone number: _____

Each agency shall:

1. a. Use agency injury/illness data to display the annual statistics for fatalities and lost time disabilities for the report year and, if possible, compare these fatalities and disabilities with similar statistics for the previous three-year period. Data based on agency claims submitted to OWCP is preferred, but internal accident or incident reporting data (FARS) is acceptable, if OWCP data is not available to the agency. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- b. Use agency data to display the most recent OWCP chargeback and COP costs and, if possible, compare these costs with similar statistics for the previous three-year period. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- c. Use agency accident or incident reporting system or supplemental reports to the OSHA logs or the OWCP reports for details which will help explain any significant trends and major causes or sources of fatalities and lost time disabilities which occurred last year(s).
2. Describe safety and occupational health program accomplishments and initiatives implemented last fiscal year to control the trends and major causes or sources of fatalities and lost time disabilities in your agency and to improve your agency's overall safety and occupational health programs. Discuss your successes and/or failures as a result of your agency's implementation of these initiatives. Explain any significant onetime or additional permanent resources allocated to the safety and occupational health program last year for areas such as: workplace hazard abatement, research and development, data systems, staffing, training, etc. Attach a copy of any significant safety and occupational health policy or proclamation related to those initiatives.

Appendix B

Guidelines for Agency's Annual Occupational Safety and Health Report to the Secretary of Labor (Continued)

In describing your accomplishments and initiatives, please try to explain your agency's efforts in the following areas:

- Accomplishments for assuring that workers, supervisors and committee members received appropriate job health and safety awareness and hazard recognition information and training.
 - Accomplishments for assessing the effectiveness of your safety and occupational health programs.
 - Accomplishments in the identification, assessment and resolution of safety and health problems, including your agency's system of (a) providing recognition to outstanding achievers and (b) establishing accountability and performance standards for managers, supervisors and employees.
 - Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement and consultation in the safety and occupational health program.
3. Identify your annual OSH plans, goals and objectives, and significant OSH initiatives planned and programmed for the coming year(s).
 4. Provide comments, requests and recommendations for consideration by OSHA's Office of Federal Agency Programs (OFAP) in Government-wide occupational safety and health programs or report any items of special interest concerning occupational safety and health activities or programs.
(Optional)

It is suggested that the report be in executive summary format and be limited to ten pages exclusive of attachments.